



2020-2021 Start Up Plan for Grades 3K-8

This document is to inform parents of the steps St. Matthew's is taking to prepare for the upcoming school year, as well as lay out the procedures St. Matthew's is putting in place that will make for a smooth start to the 2020-2021 school year. St. Matthew's plan is to start with face-to-face instruction with many mitigation strategies in place to ensure a safe learning environment for our students and staff.

Communication

Information regarding COVID-19 is changing almost daily, so please know that school administration continues to monitor the situation and is in consultation with the Waukesha County Public Health Department, the CDC, and local school districts. As new information becomes available, this plan may change. Parents would be notified of changes that need to be made through the SwiftReach communication tool and/or direct email notifications. St. Matthew's will be ready to switch to online instruction immediately if the need arises.

Safety Protocols

- To ensure mitigating the spread of COVID-19, school parents must ensure their student is healthy enough to be in school that day.
 - If a student's temperature is above 100.4 degrees, he/she must stay home and be fever free for at least 24 hours before returning to school.
 - School staff may take student temperatures (touchless temporal scanners) and screen for symptoms throughout the day if they feel the child may be showing symptoms.
 - Students that register a temperature over 100.4 will be sent home.
- With the governor's mask mandate in place, we will be ensuring that students and staff wear masks in school, unless there are circumstances that prohibit an individual from wearing a mask.
 - When outside, students and staff may remove masks when proper distancing is available.
 - Students would not be required to wear masks when running around on the playground.
- For parents and visitors, please know that entrance into the school building will be restricted. This reduces hallway traffic and helps keep potential virus transmission low. All parents and visitors are asked to stay outside the school building or in the vestibule, yet still ensuring proper distancing. To enter school all parents and visitors are required to check in at the school office, and only essential visits will be allowed.
 - This includes drop off and pick up procedures.
 - Preschool Dropoff: 3K/4K students (and only siblings in grades 5K-8) are asked to enter through the west doors by the preschool rooms (parking by First Steps).

Classroom and School Set Up

- Each classroom will be set up to allow proper social distancing between students and teachers (3-6 feet, per American Pediatrics and CDC guidelines).
- Each grade level 3K-8 will be self-contained throughout the school day.
- Students and teachers will be able to use common areas such as the gym and lunchroom areas. Proper social distancing will be enforced.

- Students should plan to make use of personal materials and supplies. Community supplies will not be available.
- Chapel this year will be completed in two groups. The older students will attend the first chapel, and the younger students will attend the second chapel.
- Grade levels will be kept together as much as possible, with little to no mixing of grades.
 - This includes lunch, library time, recesses, study halls, etc.
 - There are a couple exceptions to this:
 - Extended Learning needs for our students, as students using this service will move to our Extended Learning teacher and assistant in the Extended Learning room. In this case, students will still be properly spaced to work with the teacher.
 - Math instruction in the upper grades, as students are placed into various levels of math and algebra.
 - In these cases, proper distancing will also be enforced.

Virtual Learning (grades 6-8)

- We will be offering live streamed classes in grades 6-8, for those students who are not able to attend school in person due to health concerns.
- Students attending school from home will need to have full access to a camera for live interaction through Zoom. Classes will be scheduled for specific blocks of times throughout the day.
- Parents will be expected to work with the classroom teacher regarding daily pick up and drop off of student work.
- If a student is absent from instruction, it will count as an absence from school. Attendance will be counted by daily participation and completed daily work.

School Sanitization

- Students and teachers will be expected to wash hands or sanitize upon entering classrooms and each new space.
 - This will be practiced many times for the first few weeks of school and will be a regular part of your child's daily routine.
- Teachers/assistants will wipe down frequently touched surfaces throughout the school day.
- The school will be thoroughly cleaned by our custodian, which includes the use of an electrostatic sprayer. This is only used overnight and will not be used when children are present.

Positive Cases of COVID-19

- **Student:** If a student tests positive with the virus, there will be a mandatory shutdown for the classroom in which the student is enrolled. As of this writing, the Waukesha County Health Department requires that all children and teachers in that classroom self-quarantine for 14 days. Instruction during that time will move to a virtual format. Face-to-face instruction resumes after the 14 days for all healthy students. The student who had tested positive may return to face-to-face instruction once he or she has been cleared to do so by a medical provider.
 - **Teacher:** If a teacher tests positive with the virus, the procedures will be similar to that for when a student tests positive. Instruction will be virtual, either by a substitute teacher or the classroom teacher, as his or her health allows.
 - **Parent:** If a parent of a student tests positive with the virus, any students that reside in that home will be required to self-quarantine at home for 14 days. Students may return to school once the parent has been cleared to return to work or has been cleared by a medical provider.
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Again, school administration is staying on top of any new developments in our municipality and county. As new information becomes available, we will ensure parents are notified as soon as we are able to get information to you.

May our Lord who promises that “he is before all things, and in him all things hold together” (Colossians 1:17) continue to bless each of you, your families, and our school as we work together to reopen St. Matthew’s for the 2020-2021 school year!

St. Matthew's 2020-2021 Illness Guidelines

(adapted from the OASD Illness Guidelines)

Parents are encouraged to monitor their children's health continually. It is important to be mindful of any illness symptoms that your child may have BEFORE you send him or her to school. The guidelines below will help parents decide whether to send children to school or keep them home.

To excuse your child from school and communicate symptoms of illness, please contact the school office. We ask that all health communication go through Mrs. Nehr by calling the office at 262-912-6364. These guidelines will help us monitor and prevent outbreaks. Health information shared is kept confidential.

If symptoms of an illness appear while your child is at school, the office staff will determine if your child should remain at school based on the guidelines listed below. Guidance and recommendations at the federal, state, and local levels are continuously changing. Please note that the following guidance is also subject to change.

COVID-19

The following symptoms could indicate a COVID-19 infection. Students displaying any of the following symptoms that are new or not normal for your child this time of year, and not attributed to a pre-existing health condition will NOT be allowed in school.

- Fever (100.4 or greater)
- Cough
- Shortness of breath
- Chills
- Sore throat
- Runny nose
- Muscle pain
- Headache
- New loss of taste or smell
- Stomachache, nausea, vomiting, diarrhea

Not everyone with COVID-19 displays all of these symptoms. For many, symptoms are mild, with no fever. It is important to know that you can still transmit the virus to others even if you have mild symptoms or no symptoms at all.

RETURNING TO SCHOOL

- 1) Students who have stayed home or been sent home due to potential COVID-19 symptoms but HAVE NOT BEEN TESTED for COVID-19 may return to school with/when:
 - a. With a note from the student's medical provider documenting that symptoms are not related to COVID-19 and symptoms have improved. If a medical provider determines that your student is ill with something other than COVID-19 (like the flu or hand, foot, and mouth), then you should follow the medical provider's guidelines for exclusion requirements for that disease or illness.
OR
 - b. At least 10 days have passed since symptoms began, AND the student has not had a fever for at least 72 hours without the use of fever-reducing medications, AND all other symptoms have improved.
- 2) Students who have stayed home or been sent home due to potential COVID-19 symptoms and have tested NEGATIVE for COVID-19 may return to school with a note or documentation from their medical provider supporting the negative test result. If a medical provider determines that your student is ill with something other than COVID-19 (like the flue or hand, foot, and mouth), then you should follow the medical provider's guidelines for exclusion requirements for that disease or illness.

- 3) Students who had symptoms and tested POSITIVE for COVID-19 should consult the school office for guidance on return to school. These students may return when:
 - a. At least 10 days have passed since symptoms began, AND the student has had no fever for at least 72 hours without the use of fever-reducing medicines, AND all other symptoms have improved.
- 4) If a student DID NOT have symptoms but tested POSITIVE for COVID-19, the student may return to school when:
 - a. At least 10 days have passed since the first positive test, and the student continues to have no symptoms.

NON-COVID RELATED ILLNESSES AND SYMPTOMS

Rash

- If your child has an unusual rash and/or includes a fever, keep your child at home until you have discussed the rash with your doctor or health care provider.

Contagious/Nuisance Diseases

- If your child has been diagnosed with a contagious illness, such as Strep Throat, Impetigo, Bacterial Pink Eye, Bacterial Bronchitis, etc., he or she may return to school after 24 hours of treatment with an antibiotic.
- If your child has been diagnosed with a vaccine-preventable illness, such as Chicken Pox or Pertussis, keep your child home and contact the school office. Children will be allowed to return once no longer contagious and cleared by a medical provider.
- If your child has been diagnosed with a nuisance infestation/disease, such as Head Lice, Scabies, Ringworm, he/she may return to school after treatment.

Pain

- Earache: A child may come to school with a mild earache, as long as he or she feels well enough to concentrate. Consult your physician if fever and/or pain accompanying the earache is severe.
- Other pain: A child with basic body pains may return to school when they are well enough to participate. If your child requires medications to manage their pain while at school, please consult your medical provider and/or school office.